



CONSORTIUM OF DISABLED PERSONS ORGANIZATIONS IN KENYA

(CDPOK)

NORTHERN NOMADIC DISABLED PERSONS ORGANIZATION

(NONDO)

SUPPLY AND DELIVERY OF MOTOR VEHICLES

ALL BIDDERS ARE ADVISED TO READ CAREFULLY THIS TENDER

DOCUMENT BEFORE MAKING ANY BID

Consortium Of Disabled Persons Organizations in Kenya (CDPOK)

Barclay House, Mai Mahiu Rd (off Langata Road),

P.O. Box 46656-00100, Nairobi, Kenya.

Email: info@cdpok.or.ke

Mobile: 0737512919

Northern Nomadic Disabled Persons Organization (NONDO)

along Five Star Rd. Opp Belle Vue School Hse No. 80. South C.

P.O. Box 10497-00100, Nairobi, Kenya

Email: info@nondokenya.org

Mobile: 0706579474

AUGUST 2025

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SECTION 1: GENERAL INSTRUCTIONS

Consortium of Disabled Persons' Organizations of Kenya (CDPOK) is the umbrella body unifying and representing organizations of persons with disabilities in Kenya registered under Non-Governmental organizations with the need for a unified and responsive collective “#OneDisabilityVoice” that caters to the specific needs and concerns of persons with disabilities, their caregivers, and organizations in Kenya. The primary role of CDPOK is to attain a society where social justice and rights of persons with disabilities are met through advocacy and capacity building.

Northern Nomadic Disabled Persons Organization (NONDO) is a Kenyan Non-Governmental Organization (NGO) that advocates for the rights, inclusion, and participation of persons with disability from nomadic/pastoralist communities of Kenya to ensure they live dignified lives. The primary role of NONDO is to advocate for the rights, inclusion and participation of persons with disability from nomadic communities in all spheres of life.

Each bidder is required to provide all the information as per the tender document, clearly indicating the information required. CDPOK & NONDO will examine the documents for completeness and responsiveness as per the information provided.

The completed bid documents should be signed and initiated by the Director or Senior Management of the Company/Organization and initiated on each page and signed and stamped on the last page.

As part of the review process, the tender committee may request the bidder for a site visit at its premises to view the proposed vehicles or invite the prospective firms for a presentation. The information provided by all bidders shall be strictly confidential.

SECTION II: INSTRUCTION TO BIDDERS

- a) This invitation is open to all firms/companies who can demonstrate ability to supply and deliver the requested motor vehicles.
- b) The Tender Document comprises the documents listed below: -
 - ✓ Instructions to bidder.
 - ✓ Specifications and requirements.
 - ✓ Schedule of items and price.
 - ✓ Tender forms.
- c) The bidder is expected to examine all information, forms, terms and specifications in the tender document. Failure to meet all the requirements of the tender may result to rejection of the tender application.
- d) A prospective bidder requiring any clarification of the tender document may notify the tender committee by writing an email to info@cdpok.or.ke and info@nondokenya.org. The committee will respond in writing to any request for clarification of the tender documents, which it receives not later than five days prior to the deadline for the submission of tenders.
- e) Tender Prices and Currencies
 - ✓ The bidder shall indicate on the appropriate price schedule, unit prices and total tender price of the items proposed to supply.
 - ✓ Prices quoted by the tender applicant shall be fixed during the tender validity period and not subject to variation.
 - ✓ The price quoted shall be in Kenya Shillings.
- f) The tender shall remain valid for 14 days after the date of tender opening, that is, 1st August, 2025.
- g) In exceptional circumstances, the committee may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- h) Tenders must be received by the tender committee through the following email address in PDF, a copy sent to both info@cdpok.or.ke and info@nondokenya.org. The hard copy document will be dropped at the NONDO Office tender box, located opposite **Belle Vue Primary school, Hse no. 80, South C.**
- i) The hard copy document should be addressed to:

Tender Committee
Consortium Of Disabled Persons Organizations in Kenya (CDPOK)
Barclay House, Mai Mahiu Rd (off Langata Road),
P.O. Box 46656-00100, Nairobi, Kenya.

&

Northern Nomadic Disabled Persons Organization (NONDO)
along Five Star Rd. Opp Belle Vue Primary School Hse No. 80.
South C.
P.O. Box 10497-00100, Nairobi, Kenya

- j) Tender closing day will be on 15th August 2025 at 1700hr.
- k) No tender document will be modified after the deadline for submission of tenders.
- l) To assist in the examination, evaluation and comparison of tenders, the committee may, at its discretion, ask the bidder for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.
- m) The tender committee will award the contract to the successful bidder (s) whose tender has been determined to be substantially responsive and the bidder is determined to be qualified to supply the motor vehicles.
- j) Notification of Award: Prior to the expiration of the period of tender validity, the tender committee will notify the successful bidder in writing that the tender application has been accepted.
- n) Contacting CDPOK and NONDO Employees: No bidder shall contact any of the employees on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded. Any effort by a bidder to influence the tender committee in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the bidder's tender's.

SECTION III- SPECIFICATION & REQUIREMENTS

Technical Specifications

- a) Bidders are requested to submit with their offer detailed specifications, drawings, catalogues, for the motor vehicles they intend to supply.
- b) Bidders must indicate whether the motor vehicles quoted complies with each of the specified requirements.
- c) Deviations from the basic requirements, if any, shall be explained in detail and in writing.

Vehicle Description	Manufacturer in built accessories
1.CDPOK	
<ol style="list-style-type: none"> 1. Toyota Hilux Double Cabin Automatic Transmission with 2800cc – 3200cc Turbocharged Diesel Engine. (Not Locally Registered) 2. 6 Speed Automatic Transmission 3. Rigid axle, coil springs, & Leaf springs 4. Front brake discs and rear trailing drums 5. 80 Liters Fuel Tank capacity. 6. Strong Side steps 7. Front & rear mud-guards 8. Heavy-duty suspension. 	<p>Interior:</p> <ul style="list-style-type: none"> - 12V power sockets - Air-conditioning & heater - Central Locking - Glove box with Lock - Seating Capacity: 5 passengers - Bottle holders - Power-assisted Steering - Sliding and reclining driver and passenger seats. - Eco & power mode selector - Vehicle stability control (VSC) - Reverse Camera(optional) <p><u>Safety</u></p> <ul style="list-style-type: none"> - Anti-theft alarm and immobilizer - Driver and front passenger airbags - Power door locks & power windows - Smart entry & start key(keyless) - Airbags for both driver and passengers

Vehicle Description	Manufacturer in built accessories
2. NONDO	
<ol style="list-style-type: none"> 1. Land Cruiser Hardtop 76 Model, 4WD Manual Transmission with 4000cc – 4500cc Diesel Engine. (Not Locally Registered) 2. 5-speed Manual Transmission 3. Rigid axle, coil springs, & Leaf springs 4. Front brake discs and rear trailing drums 5. 90 – 130 liters Fuel Tank capacity. 6. Side steps 7. Front & rear mud-guards 8. Heavy-duty suspension 9. Back door spare wheel carrier with lock. 	<p>Interior:</p> <ul style="list-style-type: none"> - 12V power sockets - Air-conditioning & heater - Central Locking - Glove box with Lock - Seating Capacity 10: Driver separate, Front Passenger (2), Middle Transverse (3), and rear Parallel (4) - Bottle holders - Power-assisted Steering - Sliding and reclining driver and passenger seats. <p><u>Safety</u></p> <ul style="list-style-type: none"> - Anti-theft alarm and immobilizer - Driver and front passenger airbags - Power door locks & power windows

General Requirement

- a) The quoted motor vehicles will be supplied as quoted with complete accessories/extras that might be in the vehicle.
- b) Tenders must offer items with warranty and after sales services.
- c) The tender committee shall carry out inspection and tests for quality at bidder's premises before supply and delivery.
- d) In case of defects or non-compliance with the specifications quoted, the purchase has the right to reject the motor vehicles.

SECTION IV: SCHEDULE OF ITEMS AND PRICES

a) Motor Vehicles

Item No	Item Description	Vehicle Specifications	Price (Kshs)	VAT (16%)	Total cost	Availability	Warranty	After Sale service period

Authorized Official

Name

Signature

Date

Stamp

SECTION V – FORMS OF TENDER

Appendix 1: Confidential Business Questionnaire

Part 1 General

Business Name.....

Location of business Premises:

Country/Town.....

Plot No.....Street/Road.....

Address.....Tel.....

No.....

Fax No.....

E-mail.....

Nature of Business.....

Current Trade License No.....Expiring
date.....

Maximum value of business, which you can handle at any time:
Kshs.....

Name of your bankers.....

Branch.....

Part 2(a) – Sole Proprietor

Your name in full.....Age.....

Nationality.....Country of Origin.....

*Citizenship details.....

Part 2(b) –Partnership

Give details of partners as follows:

Name in full, Nationality, citizenship details and shares

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.....

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.....

Part 2(c) - Registered Company

Private or Public.....

State the nominal and issued capital of the company-

Nominal Kshs.....

Issued Kshs.....

Give details of all directors as follows:

Name in full, Nationality, Citizenship Details and Shares

.....

.....

.....

.....

.....

Date.....Signature of Applicant.....

*If Kenyan Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.

Appendix 2: Declaration

- a) I/We.....hereby declare;
That I/We are not insolvent/in receivership, bankrupt or being wound up, business activities not suspended/not subject to legal proceedings.
- b) That I/We have legal capacity to enter into a contract.
- c) That I/We have fulfilled obligations to pay taxes.
- d) That if the legal, technical, financial position, or the contractual capacity of the firm changes, we commit ourselves to inform you and acknowledge your sole right to review the pre-qualification made.
- e) That I/We understand that I/We shall be disqualified should the information submitted here for the purpose of seeking qualification be materially inaccurate or materially incomplete.
- f) That if pre-qualified, I /We undertake to participate in submission of a tender or quotation when called upon to do so.

Name.....

Designation.....

Signature.....

Official rubber Stamp.....

Date.....

Appendix 4: Conflict of Interest and Code of Ethics

CDPOK & NONDO employees are not allowed to accept or agree to accept any money, gifts, or other benefits on behalf of themselves or anyone else from a person or firm having dealings with the organization.

The standard of conduct for all potential suppliers includes the following:

- 1) Potential suppliers are required to refrain from offering, directly or indirectly, any gratuity, gifts, favors, or entertainment to employees of CDPOK & NONDO who may be in a position to influence the procurement decision.
- 2) Potential suppliers should declare relationships, if any, that could be termed as a conflict of interest.

Conflict of Interest

Please give details of any conflict of interest that may exist between yourself and employee(s) of CDPOK & NONDO as indicated below:

- a) Has any employee of CDPOK & NONDO been your employee in the past one year?

If Yes, please give details

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.....

- b) Do you have any family ties with any CDPOK & NONDO employee(s) through spouse or immediate family?

If yes, please explain:

.....
.....
.....

c) Have you had past business dealings with any employee of CDPOK & NONDO ?

If yes, please give details:

.....
.....
.....

Do you have any relationships with an employee of CDPOK & NONDO which may impede his/her independence or objectivity?

.....
.....
.....

I confirm that all the information given above is true. I understand that failure to comply with the code of ethics and conflict of interest policy will lead to disqualification of my application.

Name.....

Designation.....

Signature.....

Official rubber stamp.....

Date.....

Appendix 4:-Legal and statutory documentation

Please provide the following documentation in aid of further review of your tender.

- Certificate of Incorporation/Incorporation.
- Valid Tax Compliance Certificate.
- PIN.
- Value Added Tax (VAT) Certificate.
- Proof of ability to supply the motor vehicles.